

EMPLOYEE BENEFITS

1-877-863-9406

www.modot.mo.gov/newsandinfo/benefits.htm

What happens to your benefits when you terminate state employment?

We want to provide you with important information on your benefits if you terminate your employment. This information does not apply if you plan to retire. If you have questions please call the Employee Benefits Office at 877-863-9406.

1. Medical Insurance

Your medical insurance through the MoDOT and Patrol Medical Insurance Plan will terminate at the end of the month in which your employment terminates. The Employee Benefits Office will send you a letter providing your options to continue coverage under COBRA or as a terminated vested employee.

COBRA Option

A Federal Law, called COBRA, permits you and your eligible dependents to continue your group medical coverage for up to 18 months after your employment ends, unless you become eligible for other group coverage. You will be required to pay the premiums for this coverage during the months you are eligible for the continued coverage.

The Employee Benefits Office will be notified of your termination date. They will send a notice of your rights and responsibilities to continue coverage under your group medical plan and the rates by first class mail to your last known address they have on file. COBRA rates are based on the active employee group rates, but will not be subsidized by the employer. If you decide to continue your insurance on the COBRA program, follow the instructions on the COBRA Continuation Election Form and return it to the address shown on the form within the designated 60 days for electing coverage and remit your payment within the designated time period. If you have questions after receiving the notice, the Employee Benefits Office may be contacted at 1-877-863-9406. Coverage will terminate at the end of the 18 months or earlier if you become eligible for other group coverage or if payment is not made.

Terminated Vested Employee Option

If you are a vested member of the MoDOT and Patrol Employee Retirement System you may continue your medical insurance coverage indefinitely as long as premiums are paid. If you have no lapse in coverage between the time your employment ends and your retirement begins you will be eligible to continue coverage as a retiree and receive a contribution from your employer at the time your retirement begins.

Am I “Vested”?

To be “vested” means that you have acquired the minimum amount of credited service to be eligible for retirement benefits at some point in the future...once you meet the age and service requirements.

Service Required to Become Vested

Closed Plan.....5 Years

Year 2000 Plan.....5 Years

2011 Tier.....10 Years

The Employee Benefits Office will be notified of your termination date. They will send a notice of your rights and responsibilities to continue coverage under your group medical plan as a terminated vested employee and the rates by first class mail to your last known address they have on file. Terminated vested employee rates are based on the active employee group rates, but will not be subsidized by the employer. If you decide to continue your insurance as a terminated vested employee, follow the instructions within the notice and return the Election Form to the address shown on the notice within the designated 60 days for electing coverage and remit your payment within the designated time period. If you have questions after receiving the notice, the Employee Benefits Office may be contacted at 1-877-863-9406. Coverage will terminate if payment is not made prior to the month of coverage.

Retiree Option

If you are eligible to retire you may continue coverage as a retiree. This option must be elected prior to your retirement effective date and you will have no lapse in coverage. Your premiums for this coverage are based on the retiree group rates and will be subsidized by your employer. The retiree premiums will be deducted from your monthly retirement benefit prior to the month of coverage. It is also important to note that you will not be able to add any new dependents to your coverage unless they have a qualifying event which provides a special enrollment opportunity. Please contact the Employee Benefits Office at 1-877-863-9406 to determine if your dependents will have a qualifying event to enroll.

2. Life Insurance

MoDOT and Patrol active employees are provided a free basic life insurance policy and other optional/voluntary policies they may purchase for themselves, spouse and/or children. At retirement you no longer qualify for the free basic life policy, but may retain your optional/voluntary policies at the same or lesser value depending on the retirement plan you retire under and if there is no break between your active employment and retirement. If you terminate employment and are not eligible for retirement you may be able to continue coverage through portability and conversion options. The details for each policy are explained below.

Basic Life Insurance

Basic Life Insurance is the coverage available to you in the amount of one times your annual salary and premiums for this are paid for you by your employer. When you terminate employment coverage will end at the end of the month in which your employment ends. Continuation coverage is available through portability and conversion options. Application for the portability and conversion options must be made directly to The Hartford within 30 days of the date your employment ends. Application forms are available from the Employee Benefits Office. For information about your right to continue coverage, contact The Hartford at 1-877-320-0484. The portability and conversion options are summarized below.

Optional Life Insurance

Optional Life Insurance is the additional state sponsored coverage you may have elected for yourself, spouse and/or eligible children. When you terminate employment, coverage will end at the end of the month in which your employment ends. Continuation coverage is available through portability and conversion options. Application for the portability and conversion options must be made directly to The Hartford within 30 days of the date your employment ends. Application forms are available from the Employee Benefits Office. For information about your right to continue coverage, contact The Hartford at 1-877-320-0484. The portability and conversion options are summarized below.

Voluntary Life Insurance

Voluntary Life Insurance is the additional non-state sponsored coverage you may have elected for yourself, spouse and eligible children. When you terminate employment, and are not eligible to retire, coverage will end at the end of the month in which your employment ends. Continuation coverage is available through portability and conversion options. Application for the portability and conversion options must be made directly to The Standard within 31 days of the date your employment ends. Application forms are available from Arch Brokerage by calling (314) 849-6363 ext. 107. For information about your right to continue coverage, contact The Standard at 1-800-378-4668. The portability and conversion options are summarized below.

Portability Option

When group life insurance ends, portability is a benefit that gives employees the opportunity to obtain new group life insurance regardless of their health status. Under the Portability option you may obtain a group life insurance policy to continue 100%, 75%, or 50% of the amount of life insurance coverage (Basic, Optional, and/or Voluntary) you had under your Group plan up to a maximum amount. The Portability policy provides group term coverage and is available to you provided you have not yet reached your Social Security full retirement age. The Portability option may also be available to your dependents if you carried dependent coverage under your employer's

group plan and if the group plan includes portability as an option for dependents. **Premiums for a Life Portability policy may be higher than your Employer Group plan rates and rates increase every five years (years in which your age on your birthday ends in 5 or 0).**

Conversion Option

The Life Conversion option provides the opportunity for you to obtain an individual life insurance policy that accumulates cash value and is offered at individual insurance rates. There are no mandatory age reductions and coverage can continue with premium payment until the Scheduled Maturity Date (generally age 100 or 120, depending on the policy version) at which time the Cash Surrender Value is paid to the insured. You can generally convert up to the full amount of your terminating coverage. Conversion is also available to your dependents if they had coverage under your group plan. **Premiums for a Life Conversion policy are substantially higher than your Employer Group plan rates.**

3. Dependent and Health Care Flexible Spending Account

If you participate in the Flexible Spending Accounts (FSAs), the monthly amount you are placing in your account for dependent care expenses and/or health care expenses will stop when you terminate your employment. The money remains in your account and can be withdrawn to cover expenses. Qualified expenses that can be reimbursed under the Healthcare FSA are those expenses incurred through the end of the month in which you received your last deduction to this account. Qualified expenses under Dependent Care FSA can be incurred through the end of the plan year. You will have 90 days beyond the end of the plan year to submit claims for reimbursement from your account. Any money left in your account(s) will be forfeited because of the IRS Use It or Lose It rule. If you have questions or concerns, please contact ASIFlex at 1-800-659-3035.

4. Deferred Compensation

If you have been making payroll deductions to the Missouri Deferred Compensation Plan you will not be eligible to continue contributing to this tax-deferred investment account upon your termination of employment. However, you may be eligible to receive payment from your State of Missouri Deferred Compensation Plan. For additional information you may contact the administrator at 1-800-392-0925 or review the State of Missouri Deferred Compensation Plan's publication titled "Distributions Options Guide – A Guide To Your Options When Separating From Service, Including The Special Tax Notice". This publication can be found at www.moderredcomp.org under the Publication link.

5. Dental and Vision Insurance

Your dental and/or vision insurance which is administered through the Missouri Consolidated Health Care Plan (MCHCP) ends on the last day of the month in which

your employment terminates. MCHCP will send you a letter providing your options to continue coverage under COBRA or as a terminated vested employee.

COBRA Option

A Federal Law, called COBRA, permits you and your eligible dependents to continue your group dental and/or vision coverage for up to 18 months after your employment ends, unless you become eligible for other group coverage. You will be required to pay the premiums for this coverage during the months you are eligible for the continued coverage.

MCHCP will be notified of your termination date. They will send a notice of your rights and responsibilities to continue coverage under your group dental and/or vision plan by first class mail to your last known address they have on file. You have 60 days from the date of coverage loss or notification from MCHCP, whichever is later, to inform MCHCP that you want continuation coverage. If you do not choose continuation coverage within 60 days of lost coverage or notification from MCHCP, your group dental and/or vision insurance ends. If you decide to continue your insurance on the COBRA program, follow the instructions on the COBRA Continuation Election Form and return it to the address shown on the form within the designated 60 days for electing coverage. If you have questions after receiving the notice, MCHCP may be contacted at 1-800-487-0771. Coverage will terminate at the end of the 18 months or earlier if you become eligible for other group coverage or if payment is not made.

Terminated Vested Employee Option

If you are a vested member of the MoDOT and Patrol Employee Retirement System or the Missouri State Employees' Retirement System you may continue your dental and/or vision insurance coverage indefinitely as long as premiums are paid. If you have no lapse in coverage between the time your employment ends and your retirement begins you will be eligible to continue coverage as a retiree.

Am I "Vested"?

To be "vested" means that you have acquired the minimum amount of credited service to be eligible for retirement benefits at some point in the future...once you meet the age and service requirements.

Service Required to Become Vested

Closed Plan.....5 Years

Year 2000 Plan.....5 Years

2011 Tier.....10 Years

MCHCP will be notified of your termination date. They will send a notice of your rights and responsibilities to continue coverage under your dental and/or vision plan as a vested

subscriber by first class mail to your last known address they have on file. If you are eligible to continue your insurance as a vested subscriber, follow the instructions on the Election Form and return it to the address shown on the form within 31 days from the last day of the month in which your employment terminated. If you have questions after receiving the notice, MCHCP may be contacted at 1-800-487-0771.

Retiree Option

If you are eligible to retire you may continue coverage as a retiree. This option must be elected prior to your retirement effective date and you will have no lapse in coverage. If you have questions regarding this option, MCHCP may be contacted at 1-800-487-0771.

6. Employee Assistance Program (EAP)

MoDOT and Patrol provide a confidential Employee Assistance Program through ComPsych Corporation for all eligible active employees. Employees who terminate employment will continue to be eligible for EAP services through the last day of the month after their termination date. This benefit extends to the employee's household members. The toll free number to contact ComPsych Corporation is 1-800-808-2261.